

Letterhead Certificate Basic “To Do” list

- Use the most current version on the country's Export Library page
- Confirm that the certificate number on the Letterhead Certificate matches the number on the Export Certificate
- Confirm that the date issued/date signed on the Letterhead Certificate matches the date signed on the Export Certificate
- Leave all statements unchanged
- Use *other than black ink* to sign the original, plus all additional certificates and any continuation sheets